

HOW TO “ENROLL IN BENEFITS OR FOR A LIFE EVENT CHANGE IN PAYLOCITY”


Step 1: Log into [Paylocity](#).

Step 2: Go to “Help”

Step 3: Select “Knowledge Base”

Step 4: Type in search bar: 68940

Step 5: Select “Complete a Bswift Enrollment Event”

Note: In the right hand corner you can use the  to enlarge the screen.

You can also type in 68941 for instructions for a Life Event change.

If you have any questions, please contact [Human Resources](#) via email or call 313-993-1036 for assistance.